

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
Veterans Home of CA, Yountville

"VETERANS FIRST"

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS.

CLASSIFICATION: **FOOD SERVICE SUPERVISOR I (2258)**
Full-Time, Permanent
\$2309.00 - \$2805.00

LOCATION: **Dietary & Food Service**

FINAL FILE: **Continuous Filing**

DUTIES & RESPONSIBILITIES:

The predominant duties for this position include, but are not limited to:

- Prepares employee work schedule two weeks in advance and submits to Supervisor II for review. Assigns work stations on a weekly rotating basis. Prepares "orientation for new employees". Schedules employees to attend orientation and extended training classes. Provides and supervises on-the-job training for the following: Reviews station assignments prepared by FST II's to ensure proper coverage, preparation of meal service, arrangement of serving assembly line, dining, presentation, portion control and proper serving temperatures following HACCP principles. Machine operations/cleaning (dish machines, coffee makers, garbage disposal, steam cleaners and serving line equipment). Food handling/sanitation (modified diets, reading menus, food handling/receiving/storage, cleaning schedules). Maintains uniform handling practices and standards of safety and sanitation in assigned service area.
- Supervises set up of serving line to make sure it is started on time for all three meals. Conducts 10-15 minutes briefing of employees prior to start of service line to pass on last minute instructions of menu changes/substitutions and work station assignments. Takes and records temperatures. Tastes food. Notifies Food Service Supervisor II immediately for any missing or unacceptable items for serving. Requests delivery/replacements. Records in "Daily Meal Order Sheet": any favorable or unfavorable comments about food. Also keeps a record of food acceptance and plate wastage. Prepares a "Quality Assurance Report" of any problems identified and recommends corrective action. Coordinates with appropriate supervisor/dietitian for solution and submits daily to Director of Dietetics.
- Instruct employees to store perishable food items immediately and rotate supplies. Outdated food items (milk & dairy products) must not be served. Instructs and supervises employees to label, date and cover cooked foods prior to storage. Supervises enforcement of prescribed rules, regulations, policies and procedures. Conducts employee discipline. Oversees the operational performance and general conditions of cafeteria. Prepares work orders as necessary. Conducts daily tour of cafeteria and dining room facilities to observe & enforce compliance with sanitation and safety regulations and observes employee efficiency. Prepares reports of findings and follows plan of correction. Observes and reports client satisfaction and/or complaints regarding food served and communicates to appropriate staff. Maintains a food acceptance & wastage. Develops Quality Assurance monitors and other plans of correction to resolve problems. Checks food quality by various sensory methods including temperature, sight and taste. Coordinates with Supervisor II for problems pertaining to food shortages, quality, temperatures, etc. Requisitions non 50% - food supplies and assists in writing specifications for equipment/supplies.
- Oversees Meals on Wheels Program. Monitors nourishment program; coordinates with Supervisor II and Director of Dietetics. Conducts monthly staff meetings and prepares minutes. Prepares injury & incident reports after thorough investigation & gathering of facts. Assists in reviewing/updating/enforcing department policies & procedures.
- Other duties as related.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Food Service Supervisor I, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
www.cdva.ca.gov
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